

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

September 19, 2007

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TITLE:	Cardiovascular Health and Diabetes Section Manager
POSITION NO:	00824
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$40,321 - \$49,294 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 18, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Travel on a frequent basis throughout Montana, and out-of-state periodically throughout the year.

TYPICAL DUTIES: This position serves as the manager for the Cardiovascular Health and Diabetes Section; is directly responsible for management, administration and leadership of the state's activities related to cardiovascular health, diabetes prevention and control, and health promotion activities. Programs in the section include: Cardiovascular Health Program, Diabetes Control Program, and Nutrition and Physical Activity Program. The Section operates with numerous grants from the Centers for Disease Control and Prevention. This position supervises nine full-time employees; is responsible for the work of numerous contractors and consultants; and provides advice and policy recommendations to department management and other state and local leadership on cardiovascular health and diabetes prevention and control issues. This position is supervised by the Chronic Disease Prevention and Health Promotion Bureau Chief.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the concepts and theories of the public health program administration field including research methodology; disease control and intervention; epidemiological and statistical analysis; modern research procedures; community organizations and resources related to the field of public health; chronic and communicable disease prevention methods; strategic planning; state and federal funding requirements; computers and database management and statistical software; federal grant requirements; advanced research and evaluation methods and techniques; project management; agency policies, procedures, and guidelines; principles and practices of public information and education; presentation methods and techniques; budgeting; contract administration; supervisory principles and practices, DPHHS and State Personnel policies, procedures and precedents; employment law; and program requirements.

Skills: Skill to develop approaches to sensitive issues that have significant impacts on public health and the environment; remain calm and professional and respond articulately under significant pressure; develop effective working relationships with a variety of individuals and agencies; operate a personal computer and laptop including word processing, spreadsheet, database programs, internet and email; use general office equipment, i.e. copy machine, dictation equipment, telephone, calculator, cameras and video equipment; and operate a motor vehicle.

Abilities: Ability to establish effective working relationships with employees, other agencies, and the public; communicate effectively verbally and in writing; facilitate development and implementation of policies, goals, objectives, and to deal effectively with sensitive local and state public, political, and agency relationships.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in health sciences, education, behavioral/social sciences, or communications-related field **AND** five years of progressively responsible program planning and administration, environmental or public health regulation, including supervisory and management responsibilities **OR** a Master's degree in public health or a related field **AND** four years of progressively responsible public health experience including supervisory and management responsibilities.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and**
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to

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register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Cardiovascular Health and Diabetes Section Manager

Position: #00824

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your previous experience managing multiple public health programs. Specifically address the number of programs you managed, number of staff supervised, your experience writing grants for these programs, and your fiscal and budgetary responsibilities related to these programs.

2. Two target areas for State Cardiovascular Health and Diabetes Programs include improving the quality of care for persons with diabetes and improved control of cholesterol. Please describe what specific health system strategies you would recommend to achieve these targets. Also cite the evidence that supports your recommendations.